

Texas Institute for Applied Environmental Research: Assessment of Water Quality and Watershed Based Planning for Nolan Creek/South Nolan Creek (58-13-30061)
Progress Report: FY 2013 Quarter 3 covering March 1, 2012 – May 31, 2013 (submitted June 14, 2013)

TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
Contract Executed September 18, 2012			
1.2	Quarterly Progress Report FY13 Q-1 No. 1 Quarterly Progress Report FY13 Q-2 No. 2 Quarterly Progress Report FY13 Q-3 No. 3 Quarterly Progress Report FY13 Q-4 No. 4 Quarterly Progress Report FY14 Q-1 No. 5 Quarterly Progress Report FY14 Q-2 No. 6 Quarterly Progress Report FY14 Q-3 No. 7 Quarterly Progress Report FY14 Q-4 No. 8 Quarterly Progress Report FY15 Q-1 No. 9 Quarterly Progress Report FY15 Q-2 No. 10 Quarterly Progress Report FY15 Q-3 No. 11 Quarterly Progress Report FY15 Q-3 No. 12	Dec. 15, 2012 Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015 Jun. 15, 2015 Sep. 15, 2015	December 14, 2012 March 15, 2013 June 14, 2013
1.3	Contract Communication Post-Award Meeting Post Award Meeting Minutes Quarterly Communication Minutes	Oct., 18, 2012 Dec. 15, 2012 Quarterly with QPR	Held Sep. 21, 2012 at TCEQ Offices in Austin March 25 – Meeting at TCEQ Headquarters with Project Mangers to discuss deliverables and timeline.
1.4	Annual Report Article FY13 Annual Report Article FY14 Annual Report Article FY15	Upon Request Upon Request Upon Request	
1.5	Project Coordination Meeting with EPA	Sep 30, 2014	
2.1	QAPP Planning Meeting with City of Killeen	Oct. 18, 2012	Feb. 11, 2013 TIAER met with CoK in Killeen to discuss the QAPP and Monitoring plan drafts.
2.2	Draft QAPP for Monitoring	Nov. 16, 2013	Feb. 22, 2013 - A draft Monitoring QAPP was sent to the TCEQ Project Manager for review. Received comments March 28 and responded with final revision dated April 17, 2013 and QAPP approved May 2, 2013

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TASK	DELIVERABLE	DUE DATE	DATE SUBMITTED
2.3	Draft QAPP for Modeling	Nov. 16, 2013	Feb. 22, 2013 – A draft Modeling QAPP was sent to the TCEQ Project Manager for review. Received comment April 4 and responded with final revision dated May 13, 2013 approved May 16, 2013.
2.4	QAPP Updates FY13 FY14	No less that 60 days prior to end of effective period	
2.5	QAPP Amendments Draft QAPP Amendments Final	As needed As needed	
2.6	Data Submittals (quarterly data submittals requested by TCEQ PM)	Mar. 15, 2013 Jun. 15, 2013 Sep. 15, 2013 Dec. 15, 2013 Mar. 15, 2014 Jun. 15, 2014 Sep. 15, 2014 Dec. 15, 2014 Mar. 15, 2015 Jun. 15, 2015 Aug. 15, 2015	No data to submit. No data ready to submit. Data collection started in May 2013 with approval of monitoring QAPP. First data submittal will occur Sep. 15, 2013.
3.1	Draft PPP Final PPP	Dec. 15, 2012 Mar. 15, 2013	Feb. 25, 2013 – Submitted to TCEQ PM Mar. 4, 2013 – PPP approved by TCEQ PM. Mar. 5, 2013 – Distributed final PPP in PDF form to project partners and TCEQ PM
3.2 – 3.5	Stakeholder Group Development, Activities, Meetings and Project Dissemination	Quarterly	May 6, 2013 - TIAER PM contacted all administrative stakeholders and updated the contact list.
3.6	Draft Building Partnerships – Element E, Part A Report Final Building Partner ships – Element E, Part A Report	Mar. 15 & Sep. 15, 2013 & 2014 Aug. 15, 2015	March 4, 2013 – TCEQ PM gave final approval of PPP and approved document was sent in PDF form to project partners.
4.1-4.2	Inventory of existing data and GIS representation for watershed in shapefile or ArcGIS grid format	Nov. 15, 2013	Inventory of available GIS data was initiated in May, on schedule for completion of these tasks.

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4.3	Draft Watershed Characterization Report	Dec. 15, 2013	
	Final Watershed Characterization Report	March 15, 2014	
5.2	Draft Water Quality Monitoring Plan	Nov. 16, 2012	Reconnaissance and planning meeting held between TIAER and CoK January 18, 2013
	Final Water Quality Monitoring Plan	Dec. 15, 2012	Submitted to TCEQ PM for review February 22, 2013 and approved March 8, 2013.
5.3	Source Survey Technical Report	Dec. 15, 2014	
5.5	Draft Watershed Characterization – Phase 2 Report	Apr. 15, 2015	
	Final Watershed Characterization – Phase 2 Report	Jun. 15, 2015	
6.2	Watershed maps that identify potential cause and sources of water quality problems	Jun. 15, 2015	
6.5	Draft Watershed Characterization Phase 3 Report with Loadings	June 15, 2015	
	Final Watershed Characterization Phase 3 Report with Loadings	Jul. 15, 2015	
7.1	Define Education Goals	Mar. 15, 2013	Strategies for reaching targeted audience outlined in PPP
7.2	Identify Target Audience	Mar. 15, 2013	Target audience identified in PPP
7.3	Design Implementation Measures	Mar. 15, 2013	
7.4	Evaluate Education and Outreach Program		
	FY13	Sep. 15, 2013	
	FY14	Sep. 15, 2014	
	FY15	Sept. 15, 2015	
7.5	Draft Information & Education Plan Report	Jun. 15, 2015	
	Final Information & Education Plan Report	Jul. 15, 2015	
8.1- 8.2	Draft Project Report	Jul. 15, 2015	
	Final Project Report	Aug. 15, 2015	

GENERAL COMMENTS

TASK	COMMENTS/ACTIVITIES
1. Project Administration	Project administrative duties occurred as needed including frequent email communication, development of quarterly progress reports and reimbursement requests. The subcontractor agreement with the City of Killeen was fully executed on January 17, 2013. PEL has been updated and provided in Attachment 1.
2. Quality Assurance	The Monitoring QAPP was approved and fully executed on May 02, 2013. The Modeling QAPP was approved and fully executed on May 16, 2013.
3. Building Partnerships	On March 04, 2013 the PPP was approved, finalized and distributed to project partners. On April 29, 2013 the administrative stakeholder meeting was held in Killeen, TX. Turnout was low and follow up meetings have been scheduled as a result to engage more stakeholders in Killeen, Belton and Nolanville.
4. Watershed Characterization – Data Inventory	Some initial GIS work started with approval of QAPP in May 2013 with regard to watershed characterization.
5. Watershed Characterization – Data Collection and Analysis	<p>Monitoring Plan was approved on March 8, 2013. Routine monitoring was initiated on May 7, 2013 following approval of monitoring QAPP on May 2, 2013. Table 1 at the end of the General Comments Section provides a summary of routine monitoring activities during the quarter. To date, no Corrective Action Reports have been issued for any project samples.</p> <p>For storm monitoring, permission for installation of the four storm samplers has been obtained from appropriate entities (City of Killeen, private landowners and Texas Department of Transportation). Installation of storm sampling shelters was initiated in May 2013 but has not yet been completed.</p>
6. Identification of Causes and Sources of Pollution and Estimation of Pollutant Loads	Some initial modeling work started with approval of QAPP in May 2013, mainly focusing on the SELECT GIS interface.
7. Information and Education Component	Educational goals and target audience defined in PPP. TIAER is working with CoK to design implementation measures to measure effectiveness of outreach in changing behavior.
8. Project Report	No activity to report

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Table 1. Routine Monthly Monitoring for May 2013. Number of samples and comments, as applicable. Sampling initiated in May 2013 with approval of monitoring QAPP May 2, 2013.

Collection Date	TCEQ Station ID or Temporary ID	Sonde	Nutrients & TSS	<i>E. coli</i>	Flow	Comments
May 7, 2013	11915	1	1	1	1	
May 7, 2013	18828	1	1	1	1	
May 7, 2013	LB01	1	1	1	1	
May 7, 2013	18827	1	1	1	1	
May 7, 2013	LN01	1	1	1	1	
May 7, 2013	11913	1	1	1	1	
May 7, 2013	11911	1	1	1	1	
May 7, 2013	11910	1	1	1	1	
May 7, 2013	11908	1	1	1	1	
May 7, 2013	11905	1	1	1	1	
May 7, 2013	14237	1	1	1	1	

Sonde data includes dissolved oxygen, specific conductance, pH, and water temperature.

Nutrients include nitrite-nitrogen + nitrate-nitrogen (NO₂-N+NO₃-N, dissolved), total Kjeldahl nitrogen (TKN), orthophosphate-phosphorus (OPO₄-P, dissolved), and total phosphorus (TP).

Temporary station IDs are being used for LB001 and LN001 until assigned a TCEQ ID through a station location request (SLOC).

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Attachment 1

PERSONNEL ELIGIBILITY LIST

Provide a list of personnel (employees of the contractor) who will be designated to work on, and are eligible to charge to, the contract. This form can be recreated using your own software, but these fields are required at a minimum. Please add any special notes to ensure PEL information can be reconciled against payroll and personnel records (e.g. salaries estimated based on X, or salaries include projected pay increases). Cost estimates for fringe benefits may be added to this report in separate columns, if desired, and the benefits need to be identified.

The PEL is a contract management tool, which should be updated and submitted annually with the 1st quarter voucher. It is not necessary to resubmit the PEL for each salary change. ALL Employee changes require a new Personnel Eligibility List (PEL) to be submitted with the applicable quarter=s voucher.

Contractor: Texas Institute for Applied Environmental Research Date: 18 September 2012

Updated: 06 Jun 2013 for Angie Knaupp (new position) and added Kalyn Brymer to assist with Tasks 1, 3 & 7, replacing M. Brown.

Updated: 01 Jun 2013 to add Scotty Pack in assisting T. Adams with Task 6.

Updated: 02 May 2013 for new personnel, Brandon Ginn. Mr. Ginn will be assisting with field work.

Updated: 14 March 2013 for new personnel, Angie Knaupp and Joshua Tyer, and removal of Matt Brown

Updated: 14 November 2012 for new personnel at TIAER who will be assisting with project tasks (Leah Brown, Sarah Robinson, Stephanie Painter and Kimberly Hogan).

Staff Name or Vacant	Position or Title	Date Added to PEL	Date Removed from PEL	% Time to Contract	Total Annual Salary ¹	Cost Each Fiscal Year ²
Salaried Employees						
Adams, T.	Research Associate	18Sep2012		11%	\$49,275	\$5,510
Blankenship, D.	Research Assistant	18Sep2012		8%	\$28,933	\$2,306
Brown, L.	Research Associate	14Nov2012			\$39,780	
Clary, C.	Research Associate	18Sep2012		2%	\$40,383	\$857
Hunt, V.	Technician	18Sep2012		<1%	\$27,984	\$281
Hunter, J.	Sr. Research Assistant	18Sep2012		2%	\$43,162	\$916
Jackson, N.	Sr. Project & Policy Dir.	18Sep2012		15%	\$62,296	\$9,123
Martinez, A.	Research Associate	18Sep2012		8%	\$41,288	\$3,256
McFarland, A.	Research Scientist	18Sep2012		10%	\$84,406	\$8,670
Millican, J.	Senior Research Associate	18Sep2012		9%	\$49,400	\$4,392
Murphy, M.	Lab Manager	18Sep2012		<1%	\$78,894	\$175
Pack, S.	Computer Systems Development Technician	01Jun2013			\$43,118	
Painter, S.	Senior Research Associate	14Nov2012			\$45,000	
Pendergrass, D.	Senior Research Associate	18Sep2012		5%	\$48,318	\$2,319
Robinson, S.	Asst. Res. Scientist	14Nov2012			\$51,000	
Rogers, J.	Senior Analyst/Programmer	18Sep2012		4%	\$62,421	\$2,339
Stroebe, J.	Research Associate	18Sep2012		14%	\$56,181	\$7,975

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Staff Name or Vacant	Position or Title	Date Added to PEL	Date Removed from PEL	% Time to Contract	Total Annual Salary ¹	Cost Each Fiscal Year ²
Wages – Hourly Employees						
Brown, Matt	Graduate Assistant	18Sept2012	14Mar2013	6%	\$11.53/hr	\$1,440
Brymer, Kalyn	Graduate Assistant	06June2013		2%	\$11.53/hr	
Knaupp, Angie	Graduate Assistant	06June2013		2%	\$11.53/hr	
Easterling, N.	Research Associate	18Sep2012		2%	\$28.85/hr	\$1,362
Hogan, K.	Student Worker	14Nov2012			\$7.25/hr	
Jones, T	Sr. Research Associate	18Sep2012		1%	\$29.96/hr	\$623
Jackson, J.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Goffinet, C.	Student Worker	18Sep2012		2%	\$10.00/hr	\$416
Knaupp, A.	Student Worker	14Mar2013	06June2013	2%	\$10.00/hr	\$416
Tyer, J.	Res. Assistant	14Mar2013			\$14.15/hr	
Ginn, B.	Res. Assistant	13May2013			\$14.15/hr	
Total Annual Cost (Personnel - Salaries)						\$52,792

¹ Annual salary is for fiscal year 2012. A salary increase of 3 % assumed each new fiscal year for the project's duration.

² Average annual personnel cost for project duration. Actual costs will vary by year and task activities conducted.